Tour of Duty

How to Load a Replacement Request

(For current DAMPS-A Users)

How to Load a Replacement Request

Before you begin

- Requester (User) MUST have a specific profile approved in TOD for “Replacement Operations”. This is a separate “role” from loading non-replacement positions and needs to be approved by the TOD Replacement Operations OIC.
- Designated Unit Representatives (User) must submit AKO email address to ARNG-Replacements OIC for creation of Replacement Operations user role.
- You will need UIC, para and line information, job descriptions and justifications for each position
- You will need supported command and DAMPS “Force Requester” information
- You can only build positions for commands or agencies with which you have a DAMPS-A role
- **Replacement requests can ONLY be initiated after LAD when unit has arrived in theater in order to fill “deployed vacancies”.**

How to Load a Replacement Position
The Process To Request a Replacement

- A force requester “User” enters a new replacement request.
- Upon NGB approval, the Theater National Guard Affairs (NGA) Team will validate that the para/lin is valid and vacant.
- Upon Theater validation, the State will determine if the vacancy can be filled from within. If so, the State will create replacement Soldier’s individual MOB order.
- If unable to be filled by the State, ARNG G-1 (Mob) will attempt to fill with a volunteer through Tour of Duty (ToD).
- The Soldier will obtain a State release though DAMPS-A.
- Department of the Army (DA) approval is obtained through the DAMPS process.

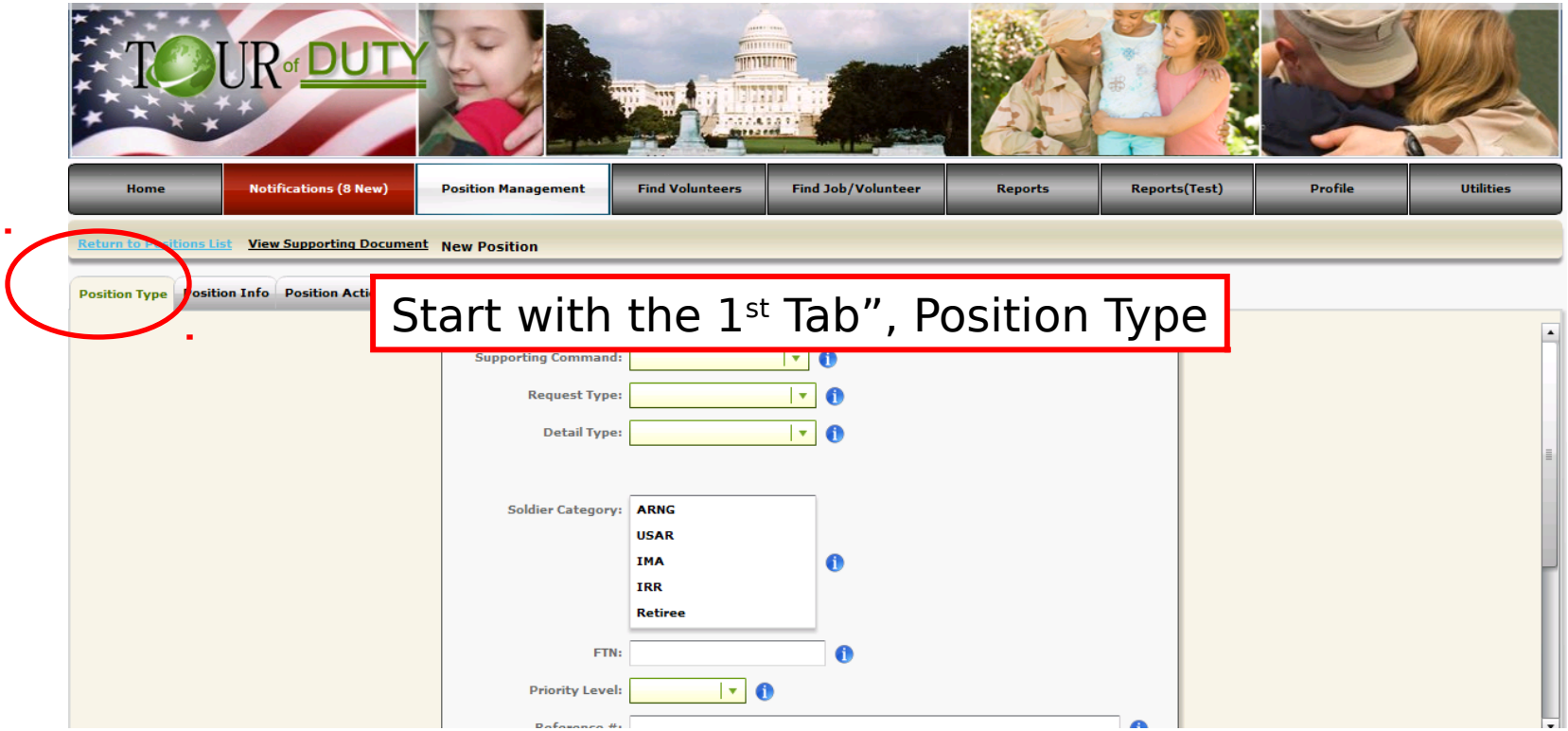
How to Load a Replacement Request

Entering Position Type data

Login
- Select “Position Management”
- Select “Add New Position” (“Plus” Icon)

How to Load a Replacement Request

Entering Position Type data



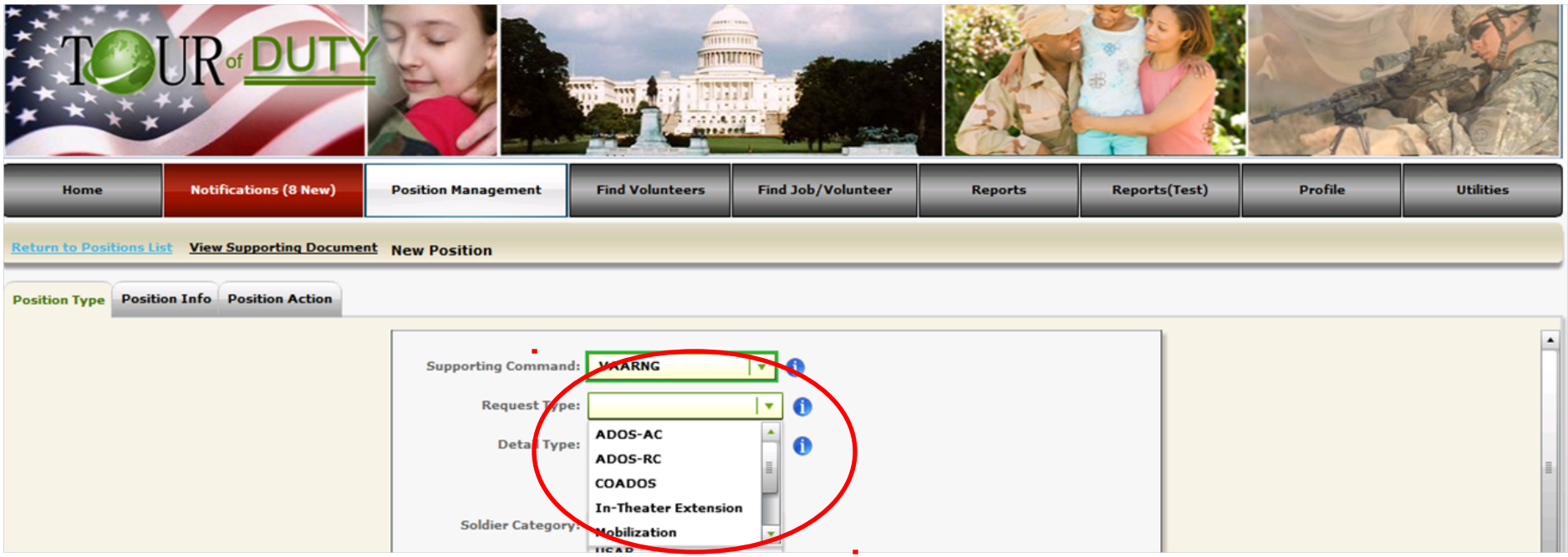
How to Load a Replacement Request

Entering Position Type data

- Designate the “Supporting Command”
- Select “ARNG-Replacements”

How to Load a Replacement Request

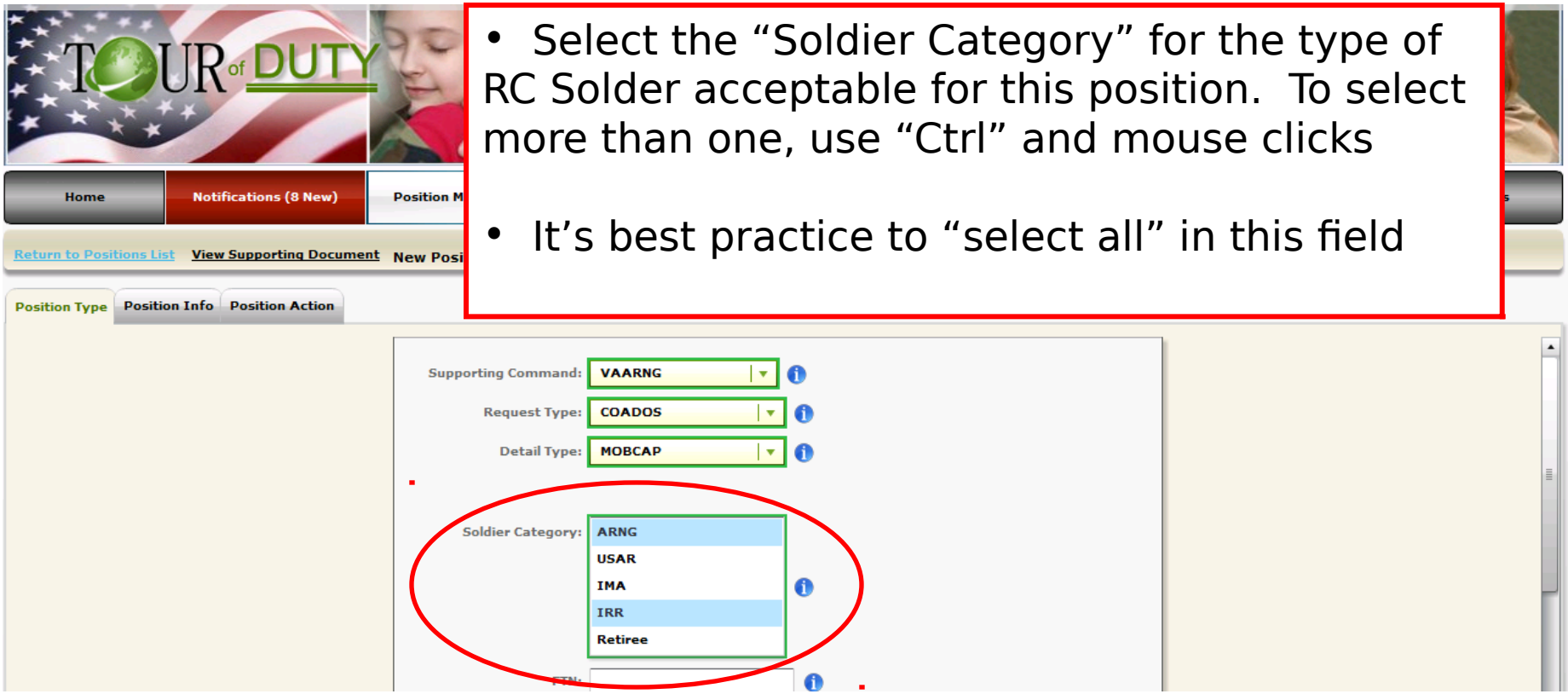
Entering Position Type data



- Designate the “Request Type” - Select “COADOS”
- Designate a “Detail Type” – select “Replacements”

How to Load a Replacement Request

Entering Position Type data



- Select the “Soldier Category” for the type of RC Solder acceptable for this position. To select more than one, use “Ctrl” and mouse clicks
- It’s best practice to “select all” in this field

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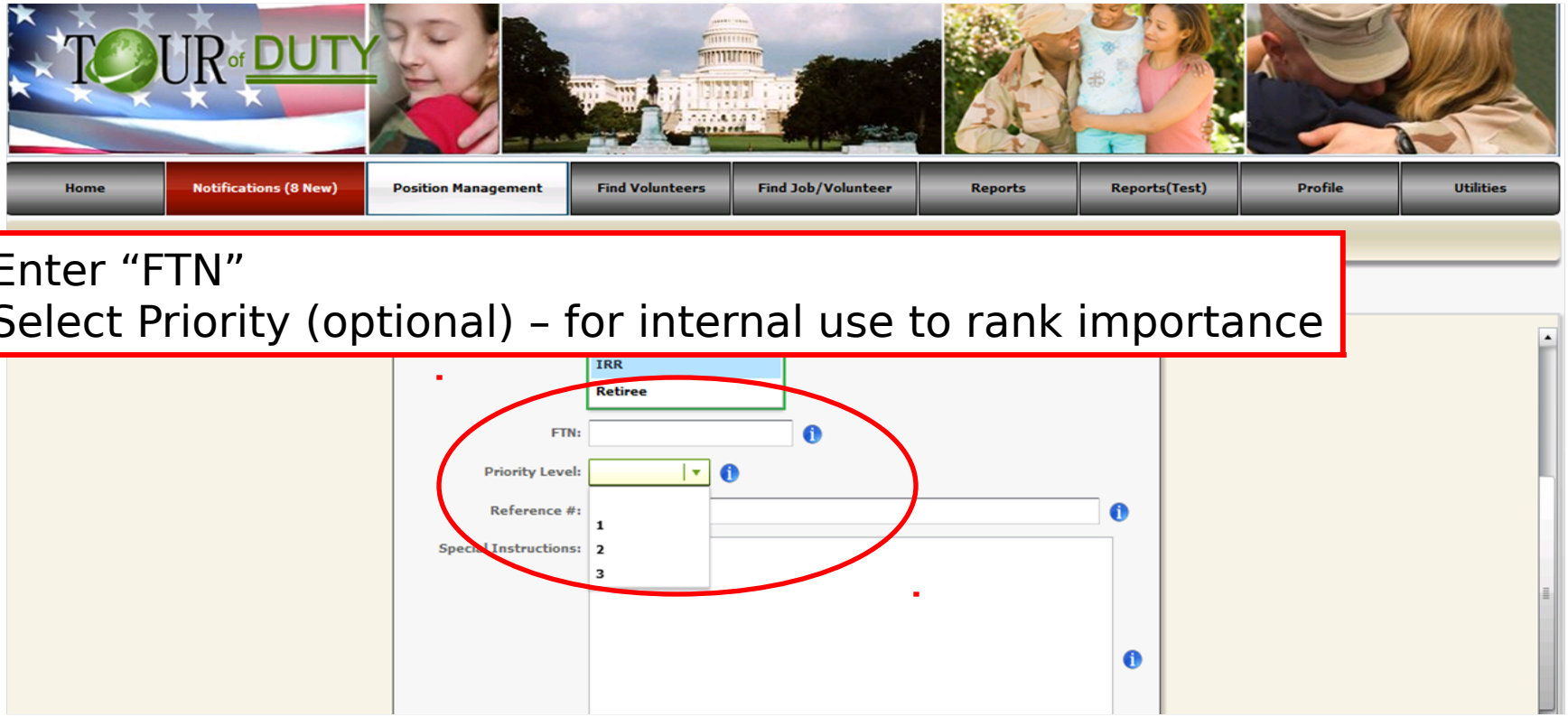
Entering Position Type data



- Enter “FTN”
- Select Priority (optional) – for internal use to rank importance

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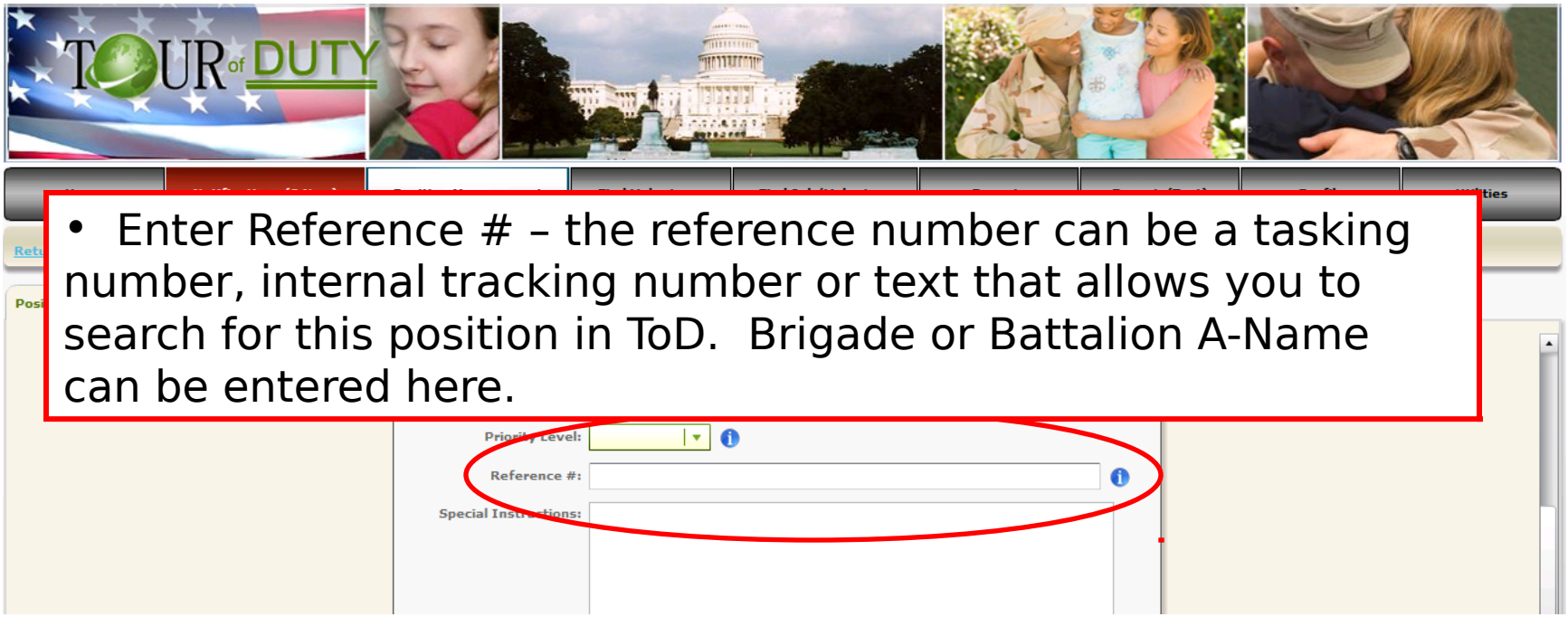
Entering Position Type data



- Enter Reference # – the reference number can be a tasking number, internal tracking number or text that allows you to search for this position in ToD. Brigade or Battalion A-Name can be entered here.

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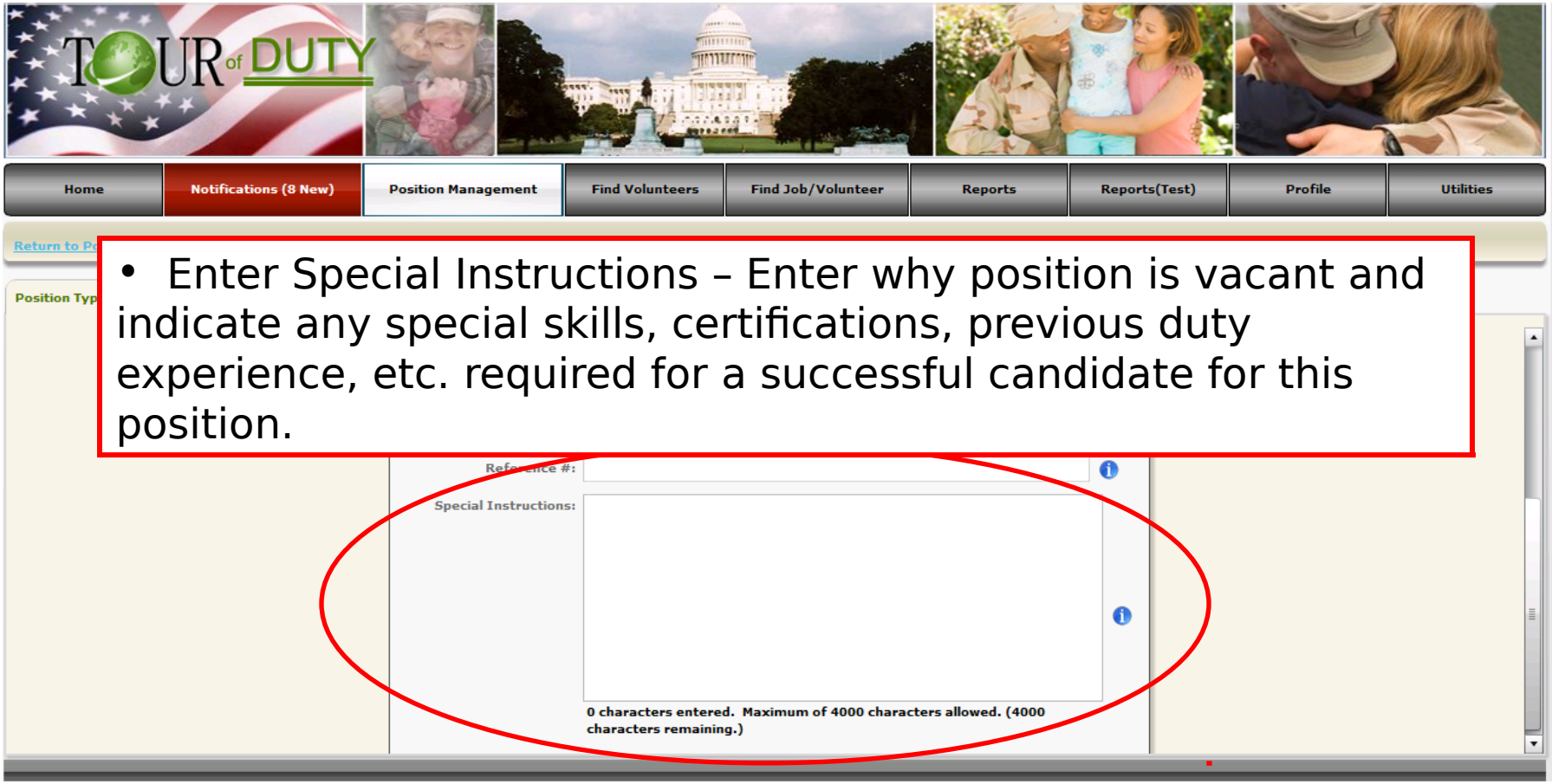
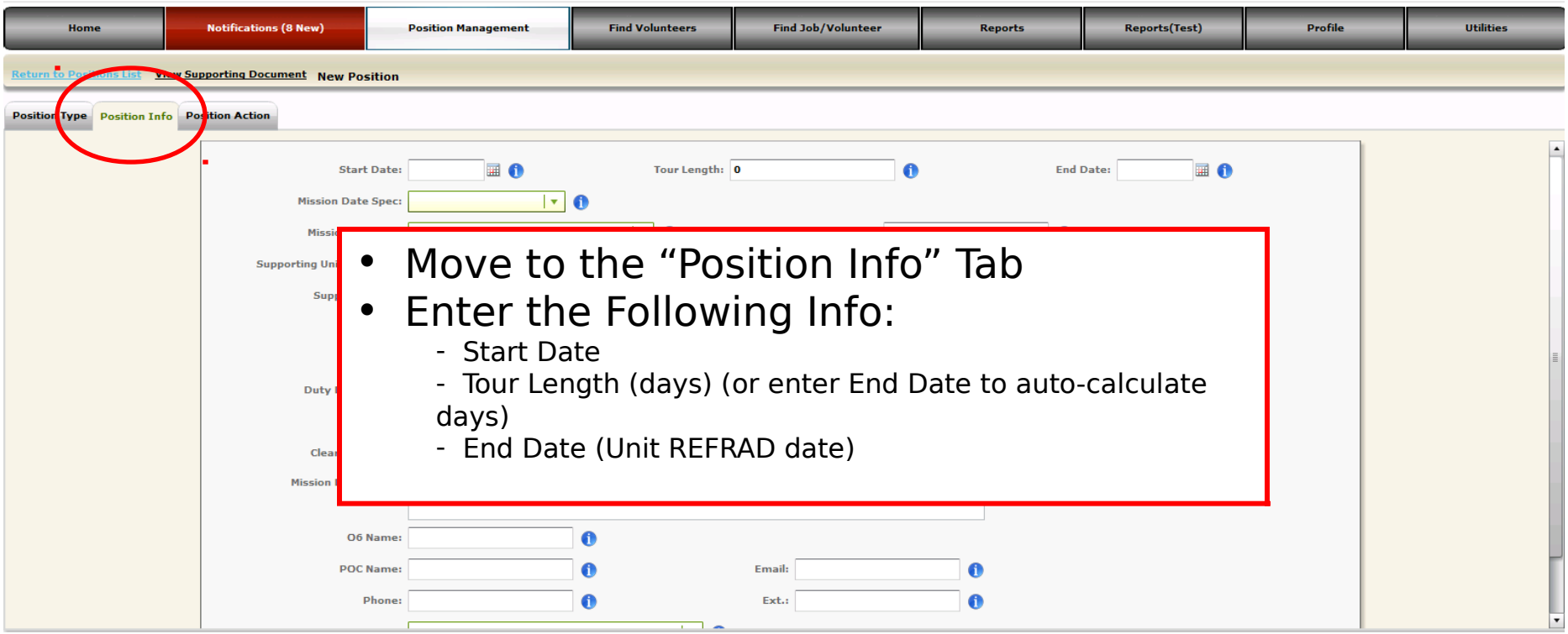
Entering Position Type data



- Enter Special Instructions – Enter why position is vacant and indicate any special skills, certifications, previous duty experience, etc. required for a successful candidate for this position.

How to Load a Replacement Request

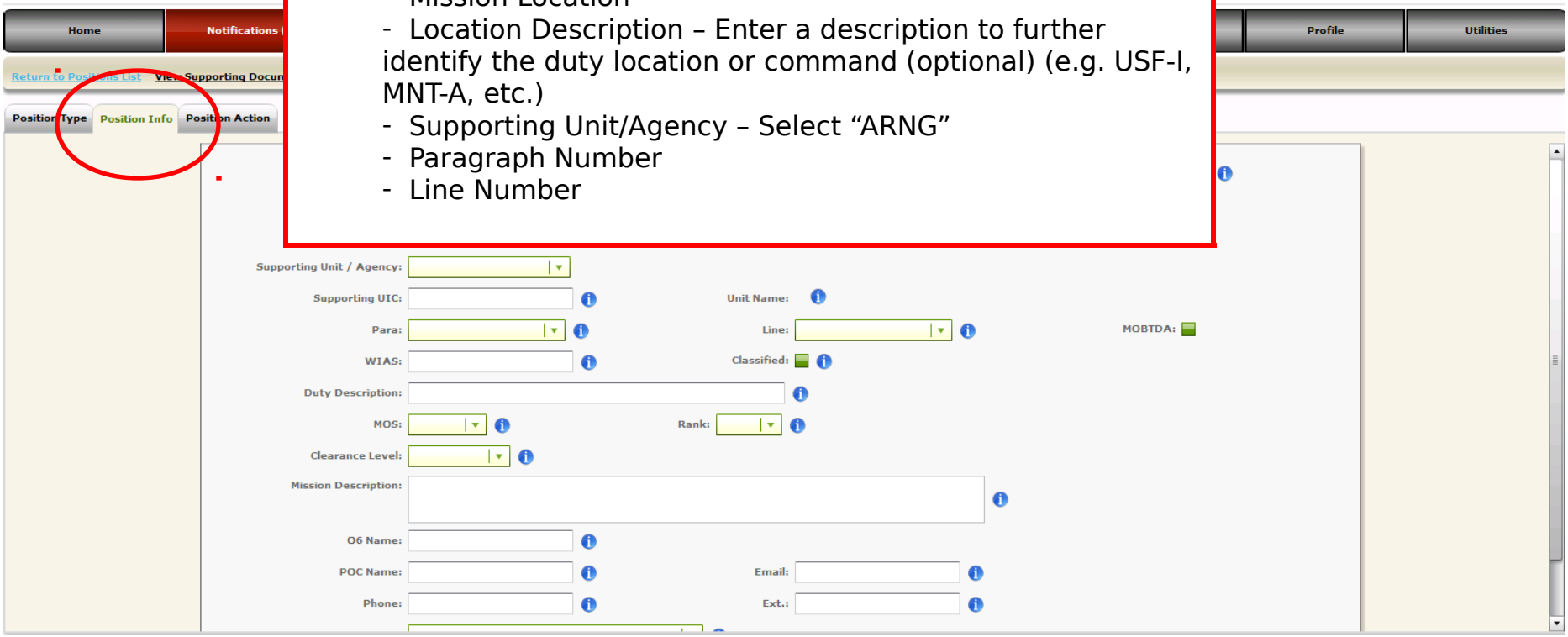
Entering Position Info data



How to Load a Replacement Request

Entering Position Info data

- Enter the Following Info:
  - Mission Location
  - Location Description – Enter a description to further identify the duty location or command (optional) (e.g. USF-I, MNT-A, etc.)
  - Supporting Unit/Agency – Select “ARNG”
  - Paragraph Number
  - Line Number



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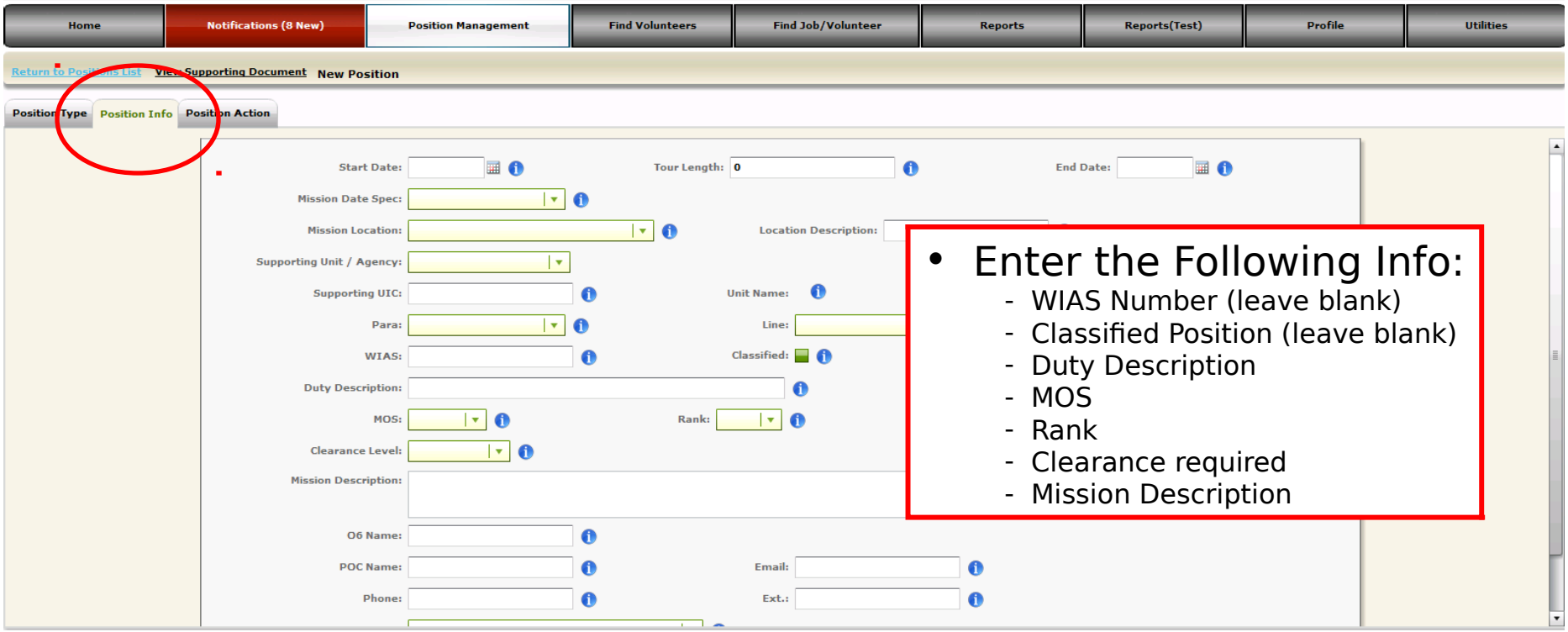
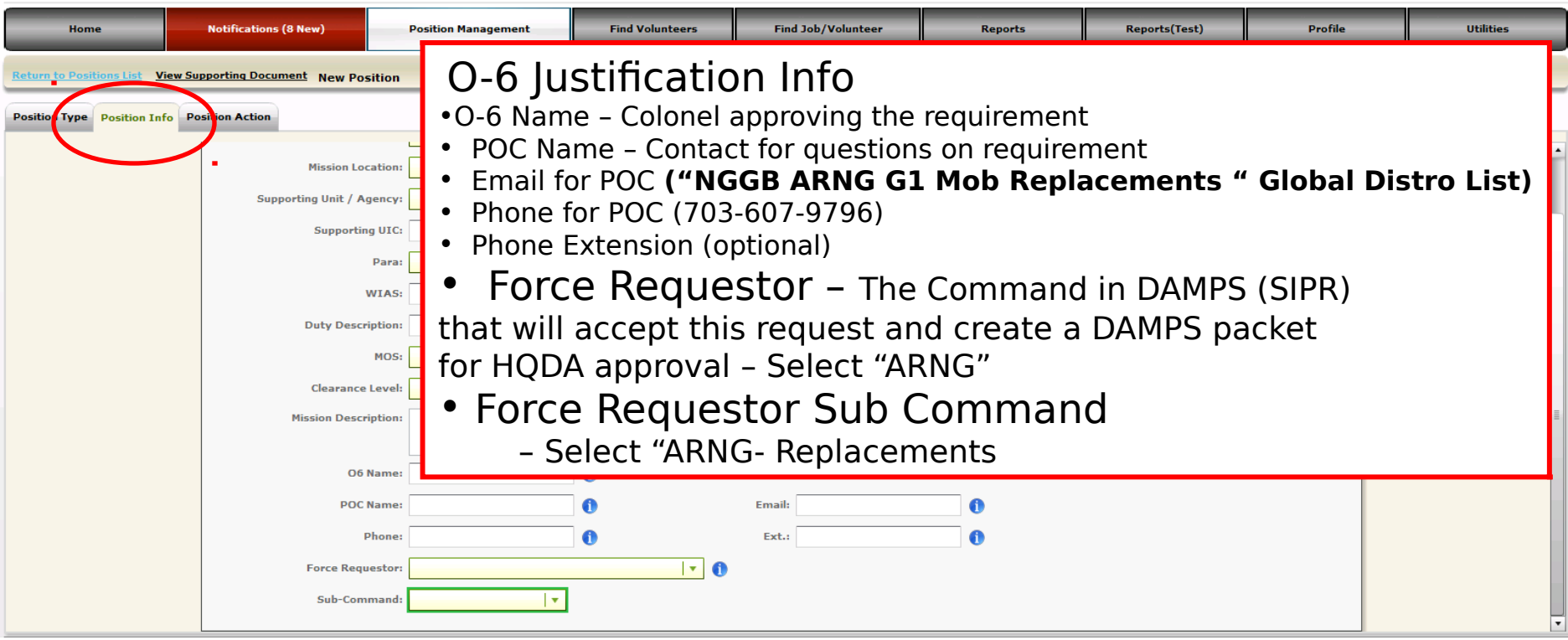
Entering Position Info data



- Enter the Following Info:
  - WIAS Number (leave blank)
  - Classified Position (leave blank)
  - Duty Description
  - MOS
  - Rank
  - Clearance required
  - Mission Description

How to Load a Replacement Request

Entering Position Type data



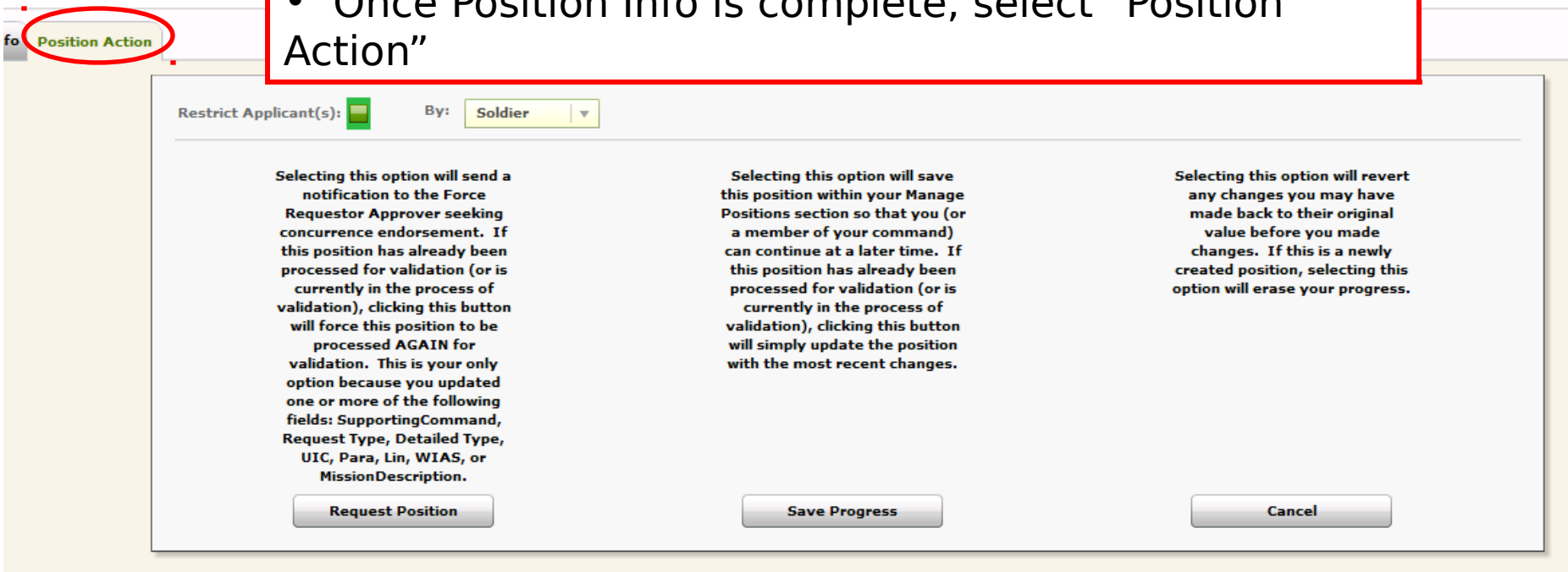
O-6 Justification Info

- O-6 Name – Colonel approving the requirement
- POC Name – Contact for questions on requirement
- Email for POC **("NGGB ARNG G1 Mob Replacements " Global Distro List)**
- Phone for POC (703-607-9796)
- Phone Extension (optional)
- **Force Requestor** – The Command in DAMPS (SIPR) that will accept this request and create a DAMPS packet for HQDA approval – Select "ARNG"
- **Force Requestor Sub Command**
  - Select "ARNG- Replacements

How to Load a Replacement Request

Actioning the Position

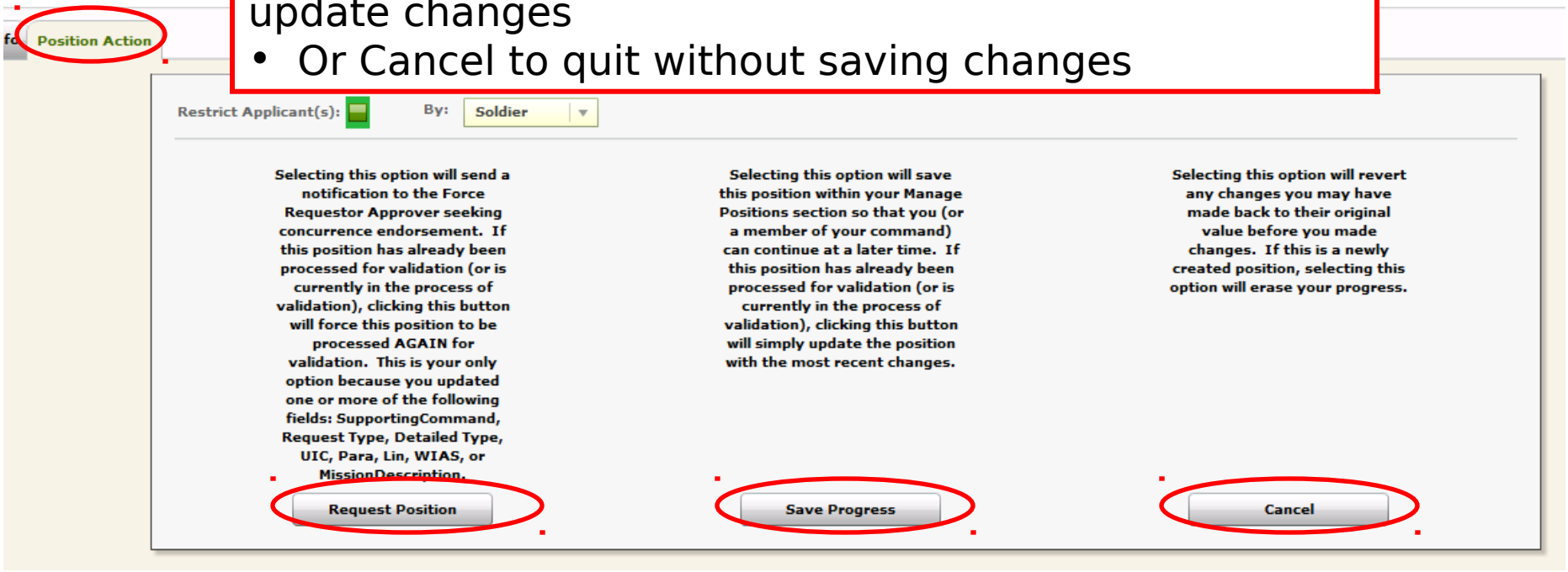
- Once Position Info is complete, select “Position Action”



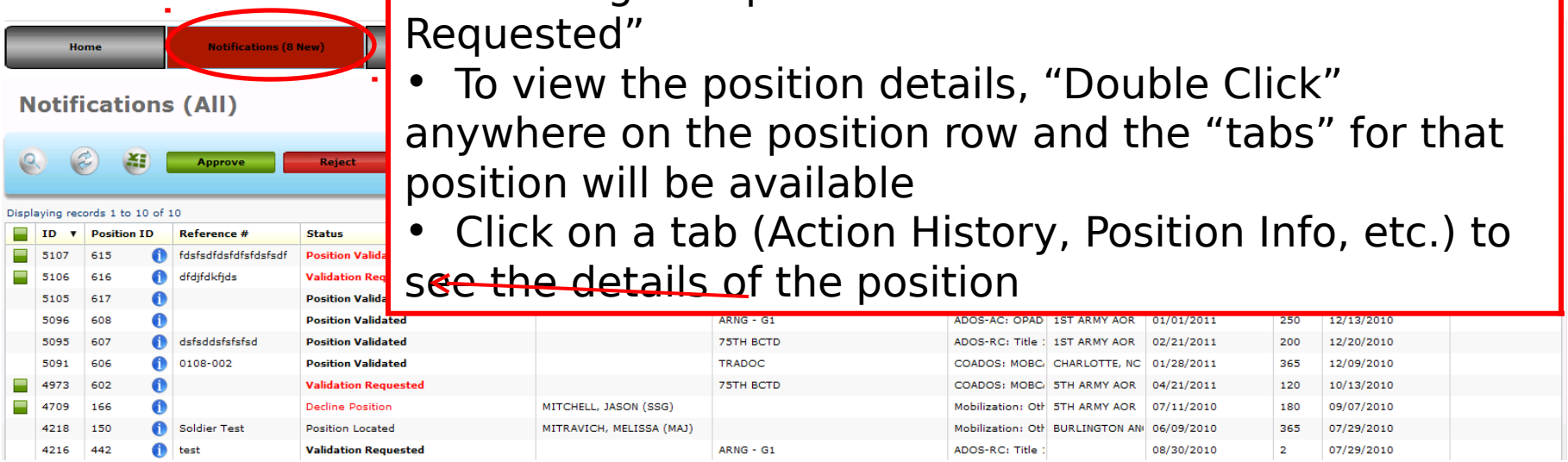
How to Load a Replacement Request

Actioning the Position

- Now you can either submit the position for approval by selecting “Request Position”
- OR select “Save Progress” to save your work or update changes
- Or Cancel to quit without saving changes



How to Load a Replacement Request

Actioning the Position

- An “Approver” (from Command’s DAMPS-A approvers) will see the new position in their “Notifications” page
- Pending new position status = “Validation Requested”
- To view the position details, “Double Click” anywhere on the position row and the “tabs” for that position will be available
- Click on a tab (Action History, Position Info, etc.) to see the details of the position